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USAID | TIMOR-LESTE

USAID/Timor-Leste is seeking an individual for the position of Monitoring, Evaluation and Learning Specialist (MEL). The MEL position is located in the Program Office, USAID/Timor-Leste, Dili and will work with the Government of Timor-Leste (GOTL), local, and international organizations to support achievement of shared development goals.

RE-ADVERTISEMENT of Position of Monitoring and Evaluation Specialist, FSN-11

(If the successful applicant does not meet the full requirements of the position; the position will be filled below the full performance grade at a trainee level)

BASIC FUNCTION OF POSITION:

The Monitoring, Evaluation and Learning Specialist (MEL) position is a key member of the Program Office (PO) in USAID/Timor-Leste. S/he provides program, policy, and evaluation support to USAID/Timor-Leste in order to ensure that proposed strategies and programs are consistent with Agency, Mission, and host country priorities. S/he has primary responsibility for ensuring that monitoring, evaluation, and impact analysis of USAID-funded programs in Timor-Leste are carried out in a manner consistent with Agency and Mission guidelines.

MAJOR DUTIES AND RESPONSIBILITIES:

- **Performance Monitoring and Reporting:** Develops and updates the USAID/Timor-Leste Performance Monitoring Plan (PMP) and provides guidance on the development of performance indicators, targets, and monitoring systems for technical teams. Co-leads the semi-annual USAID/Timor-Leste portfolio review (PR), developing PR themes, creating materials for the review, supporting technical offices to prepare for the review, compiling review results and documenting decisions, and leading post-PR follow-through to assure completion of review decisions and tasks. Leads the process of preparing Annual Performance Reports for USAID/Timor-Leste. Works closely with technical teams, and the Embassy to produce the reports according to the guidance received from USAID/Washington. Prepares report narratives including the Congressional Budget Justifications (CBJ) and performance analyses.
- **Evaluation:** Designs, in conjunction with technical teams and the program office, performance and impact evaluations at the strategy goal, objective or Intermediate Result level, as well as on the individual technical sector and project or activity level, covering USAID/Timor-Leste programs, including participation on evaluation teams.
- **Learning:** Serves as the Mission's learning coordinator, assuring rapid effective sharing of development information and application of learning from USAID program planning and implementation across the portfolio.
- **PO Technical Office Support:** Serves as an USAID/Timor-Leste Technical Team Program Backstop by carrying-out activity design and approval, diagnostics of development challenges and opportunities for USAID support, socio-economic analysis including social and institutional profile examination for strategy formulation, risk analysis, and implementing U.S. foreign assistance priorities in accordance with new foreign assistance initiatives and priorities. Acts as PO's Representative to the USG country team for the preparation of the Mission Resource Request (MRR), annual Operational Plan (OP), and appropriate documentation to authorize the obligation of funds for activities per the ADS. Supports technical offices in managing implementation planning and/or tracking systems.

Qualifications:

- (1) A university degree in a field relevant to development assistance, such as public or business administration, political science, sociology, statistics, or a closely related field is required.
- (2) A minimum of five years of progressively responsible job-related, professional-level experience is required, including relevant experience in development programs and private and/or public sector work experience in helping to manage, implement, monitor, and evaluate a diverse and complex set of activities. Specific experience in writing, conducting, and/or participating in evaluations is required.
- (3) Level IV (fluent) English language proficiency, speaking & writing, is required and will be tested.

WHO MAY APPLY: Local nationals or anyone with the required permits and documentation to legally seek employment in Timor-Leste.

HOW TO APPLY: Complete the Embassy's Universal Application for Employment (DS-174). The full position description and copies of DS-174 are available at the U.S. Embassy Rua Praia dos Coqueiros, Dili, Timor-Leste. Applicants may also attach a resume or CV. A letter of application and completed application form should be submitted by close of business **January 17, 2017.**

SUBMIT APPLICATION TO:

Human Resources Office
Attention: Recruitment
American Embassy, Rua Praia dos Coqueiros, Dili, Timor-Leste
E-mail: DiliHR2@state.gov or diliusaidrecruitment@usaid.gov
Fax: +670-3313206

DO NOT ATTACH PHOTO. Only short listed candidates will be contacted. No phone inquiries please.